

**South Dakota Nursing Facility Administrators**

Board Meeting Notice  
Wednesday April 15, 2020 -- 1:00 pm Central  
Teleconference

**Individuals who wish to participate in the meeting via teleconference should contact the Board office at [SDNFA@midwestsolutionssd.com](mailto:SDNFA@midwestsolutionssd.com) or 605-224-1721 at least 24 hours prior to the meeting to obtain dial-in information.**

- 1) Call to Order
- 2) Open Forum – *5 minutes for the public to address the Board.*
- 3) Approval of Minutes – *September 17, 2019 Board Meeting and September 17, 2019 Public Hearing.*
- 4) Adoption of Agenda
- 5) Financial Report
- 6) Office Update
- 7) Executive Session -1-25-2 (3) and (4)
- 8) New Business
  - a. COVID-19 License Implications
  - b. Long Term Operations Planning
  - c. FY 2021 Board Operations
  - d. Continuing Education Guidelines
  - e. Board Officer Elections
  - f. Board Appointment- Approval of Continuing Education
  - g. Board Appointment -Approval of Applications
  - h. National Association of Long-Term Care Administrator Boards (NAB) Update
  - i. Board Meeting Schedule
- 9) License Applications
- 10) Announcements: Next Meeting – October 1, 2020 1-3pm Central (TBA)
- 11) Adjourn



South Dakota Board of Nursing Facility Administrators  
P.O. Box 340, 1351 N. Harrison Ave. Pierre, SD 57501-0340  
Ph.: 605-224-1721 Fax: 888-425-3032  
E-mail: [SDNFA@midwestsolutionssd.com](mailto:SDNFA@midwestsolutionssd.com) <http://nursingfacility.sd.gov>

South Dakota Board of Nursing Facility Administrators  
Board Meeting  
September 17, 2019

President Burket called the meeting to order at 1:03 p.m. Central.

**Members of the Board present in person:** Mark Burket, Bob Stahl, Loren Diekman, and Jessica Spencer.

**Members of the Board in attendance via teleconference:** Tom Richter

**Board staff in attendance in person:** Brittany Novotny and Lisa Harsma

**Legal Counsel in attendance via teleconference:** Shelly Munson

**Guests in attendance in person:** Chris Qualm

Burket called for public testimony during the open forum. There was no public testimony.

Motion to approve the minutes of April 16, 2019 by Diekman. Second by Spencer. Motion carried.

Motion to approve the agenda by Richter. Second by Stahl. Motion carried.

Motion to approve the financial report by Spencer. Second by Diekman. Motion carried.

Novotny provided an office update.

Chris Qualm from the Department of Health provided the Board with an update on the Department of Health Office of Health Facilities Licensure and Certification.

Motion to accept the National Association of Long Term Care Administrator Boards (NAB) Health Service Executive (HSE) verification documentation for purposes of completing the license application process by Stahl. Second by Spencer. Motion carried. The Board noted that acceptance of the HSE verification documentation will expedite the licensing process.

Richter presented a report on the NAB Annual meeting held in Charleston, SC, June 12-14, 2019.

The Board discussed the long term operations of the Board, particularly as it relates to Board finances and fees. The Board reviewed the financial projections, recent application trends, and other factors impacting the Board's operations. The Board asked President Burket to work with staff to prepare a proposal regarding fees.

The board scheduled a meeting for October 1, 2020.

Motion to approve Nursing Facility Administrator licenses for Theresa Guenther, Melissa Dusek, Stacy Drayton, Carrie Ragan, Cody Brooks and Jessica Miller and Emergency Permits for Trista Bates, Cody Brooks, Darwyn Kleffman, Michelle Medenwald, Lourdes Parker, Stacy Drayton, Scott Eisenbeisz and Patricia Olson by Diekman. Second by Stahl. Motion carried.

Motion to adjourn the meeting at 2:38 p.m. by Richter. Second by Stahl. Motion carried.

Respectfully Submitted,

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Jessica Spencer  
Secretary



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South Dakota Board of Nursing Facility Administrators  
Public Hearing  
September 17, 2019

President Burket called the public hearing to order at 1:00 p.m. on Tuesday, September 17, 2019, in conference room 2, Kneip Building, 700 Governors Drive, Pierre, South Dakota and noted that this was time and place for the Public Hearing on the proposed rules of the South Dakota Board of Nursing Facility Administrators numbered § 20:49:03:01; 20:49:04:01; 20:49:06:01; 20:49:08:03 adopted under the authority of SDCL 36-28-9, 36-28-10, 36-28-11, 36-28-12, 36-28-14, and 36-28-21.1.

President Burket noted that statements made during the hearing were being recorded in the minutes and due notice of this public hearing was published in three South Dakota newspapers and was made to interested parties in advance of the hearing. President Burket noted that the proposed rules had been edited for compliance with the requirements for form, style and legality as recommended by the South Dakota Legislative Research Council pursuant to SDCL 1-26.

**Hearing Officer:** Mark Burket, Board President, Platte, South Dakota

**Members of the Board in attendance:** Bob Stahl, Loren Diekman, and Jessica Spencer.

**Members of the Board in attendance via teleconference:** Tom Richter

**Board staff in attendance:** Brittany Novotny and Lisa Harsma

**Legal Counsel in attendance via teleconference:** Shelly Munson

**Others in attendance:** Chris Qualm

**Written Testimony:** President Burket entered into the record the following letters that were received prior to the hearing:

- A. South Dakota Association of Healthcare Organizations – Letter of Support
- B. South Dakota Healthcare Association – Letter of Support

**Oral Testimony:** There was no oral testimony.

Stahl moved that the South Dakota Board of Nursing Facility Administrators approve the adoption of the amended rules § 20:49:03:01; 20:49:04:01; 20:49:06:01; 20:49:08:03

including the LRC edits for compliance with the requirements for form, style and legality. Second by Diekman. Motion carried.

There being no further business, the public hearing was adjourned at 1:02 p.m.

Respectfully Submitted,

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Jessica Spencer  
Secretary



# Remaining Authority by Object/Subobject

Expenditures current through 02/29/2020 03:50:44 PM

HEALTH -- Summary

FY 2020 Version -- AS -- Budgeted and Informational

FY Remaining: 33.7 %

09207 Board of Nursing Home Admin - Info							PCT
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining	AVL	
<b>EMPLOYEE SALARIES</b>							
5101030 Board & Comm Mbrs Fees	2,258	300	0	0	1,958	86.7	
<b>Subtotal</b>	<b>2,258</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>1,958</b>	<b>86.7</b>	
<b>EMPLOYEE BENEFITS</b>							
5102010 Oasi-employer's Share	191	28	0	0	163	85.3	
<b>Subtotal</b>	<b>191</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>163</b>	<b>85.3</b>	
<b>51 Personal Services</b>							
<b>Subtotal</b>	<b>2,449</b>	<b>328</b>	<b>0</b>	<b>0</b>	<b>2,121</b>	<b>86.6</b>	
<b>TRAVEL</b>							
5203030 Auto-priv (in-st.) H/rte	1,200	420	0	0	780	65.0	
5203100 Lodging/in-state	456	0	0	0	456	100.0	
5203120 Incidentals-travel-in St.	88	0	0	0	88	100.0	
5203130 Non-employ. Travel-in St.	500	0	0	0	500	100.0	
5203140 Meals/taxable/in-state	176	62	0	0	114	64.8	
5203150 Non-taxable Meals/in-st	50	0	0	0	50	100.0	
5203260 Air-comm-out-of-state	185	0	0	0	185	100.0	
5203280 Other-public-out-of-state	50	0	0	0	50	100.0	
5203300 Lodging/out-state	200	0	0	0	200	100.0	
5203320 Incidentals-out-of-state	50	0	0	0	50	100.0	
5203350 Non-taxable Meals/out-st	100	0	0	0	100	100.0	
<b>Subtotal</b>	<b>3,055</b>	<b>482</b>	<b>0</b>	<b>0</b>	<b>2,573</b>	<b>84.2</b>	
<b>CONTRACTUAL SERVICES</b>							
5204020 Dues & Membership Fees	1,500	1,500	0	0	0	0.0	
5204050 Computer Consultant	0	4,500	200	0	-4,700	0.0	
5204080 Legal Consultant	4,000	1,666	0	0	2,334	58.4	
5204090 Management Consultant	42,354	23,915	15,778	0	2,661	6.3	
5204160 Workshop Registration Fee	50	0	0	0	50	100.0	
5204181 Computer Services-state	1,165	0	0	0	1,165	100.0	
5204200 Central Services	771	633	0	0	138	17.9	
5204204 Central Services	305	269	0	0	36	11.8	
5204207 Central Services	610	111	0	0	499	81.8	
5204330 Computer Software Lease	6,500	0	0	0	6,500	100.0	
5204360 Advertising-newspaper	100	144	0	0	-44	0.0	
5204510 Rents-other	300	24	0	0	276	92.0	
5204530 Telecommunications Srvc	1,500	85	0	0	1,415	94.3	

# **Remaining Authority by Object/Subobject**

Expenditures current through 02/29/2020 03:50:44 PM

HEALTH -- Summary

FY 2020 Version -- AS -- Budgeted and Informational

FY Remaining: 33.7 %

09207 Board of Nursing Home Admin - Info						
Subobject	Operating	Expenditures	Encumbrances	Commitments	Remaining	PCT AVL
5204590 Ins Premiums & Surety Bds	2,300	0	0	0	2,300	100.0
5204960 Other Contractual Service	0	485	0	0	-485	0.0
<b>Subtotal</b>	<b>61,455</b>	<b>33,332</b>	<b>15,978</b>	<b>0</b>	<b>12,145</b>	<b>19.8</b>
<b>SUPPLIES &amp; MATERIALS</b>						
5205020 Office Supplies	0	19	0	0	-19	0.0
5205310 Printing-state	500	0	0	0	500	100.0
5205320 Printing-commercial	500	0	0	0	500	100.0
5205350 Postage	900	92	0	0	808	89.8
5205390 Food Stuffs	50	0	0	0	50	100.0
<b>Subtotal</b>	<b>1,950</b>	<b>111</b>	<b>0</b>	<b>0</b>	<b>1,839</b>	<b>94.3</b>
<b>52 Operating Subtotal</b>	<b>66,460</b>	<b>33,925</b>	<b>15,978</b>	<b>0</b>	<b>16,557</b>	<b>24.9</b>
<b>Total</b>	<b>68,909</b>	<b>34,253</b>	<b>15,978</b>	<b>0</b>	<b>18,678</b>	<b>27.1</b>

BA1409R1

STATE OF SOUTH DAKOTA  
CASH CENTER BALANCES  
AS OF: 02/29/2020

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AGENCY: 09 HEALTH  
BUDGET UNIT: 09207 BOARD OF NURSING HOME ADMIN

COMPANY	CENTER	ACCOUNT	BALANCE	DR/CR	CENTER DESCRIPTION
6503	092000061816	1140000	33,234.92	DR	BOARD OF NURSING FACILITY ADMINISTRATORS
COMPANY/SOURCE TOTAL 6503 618			33,234.92	DR *	
COMP/BUDG UNIT TOTAL 6503 09207			33,234.92	DR **	
BUDGET UNIT TOTAL 09207			33,234.92	DR ***	



BA0225R5 02/29/2020

STATE OF SOUTH DAKOTA  
REVENUE SUMMARY BY BUDGET UNIT  
FOR PERIOD ENDING: 02/29/2020

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AGENCY 09 HEALTH  
BUDGET UNIT 09207 BOARD OF NURSING HOME ADMIN

CENTER	COMP	ACCOUNT	DESCRIPTION	CURRENT MONTH	YEAR-TO-DATE	
COMPANY NO	6503					
COMPANY NAME	PROFESSIONAL & LICENSING BOARDS					
092070061816	6503	4293974	RENEWAL LIC - NHA	.00	300.00	
092070061816	6503	4293975	INITIAL APP'L - NHA	600.00	4,000.00	
092070061816	6503	4293976	RECIPROCITY APP'L - NHA	200.00	1,900.00	
092070061816	6503	4293977	EMERGENCY TEMP LIC-NHA	200.00	2,400.00	
092070061816	6503	4293978	EXAM FEE-HNA	.00	1,200.00	
092070061816	6503	4293979	INACTIVE LICENSE FEES	.00	150.00	
092070061816	6503	4293980	REACTIVATION FEE	.00	400.00	
ACCT:	4293		BUSINESS & OCCUP LICENSING (NON-GOVERNMENTAL)	1,000.00	10,350.00	*
ACCT:	42		LICENSES, PERMITS & FEES	1,000.00	10,350.00	**
092070061816	6503	4896019	MISC INCOME-NHA	25.00	200.00	
ACCT:	4896			25.00	200.00	*
ACCT:	48		OTHER REVENUE	25.00	200.00	**
092070061816	6503	4920045	NONOPERATING REVENUES	.00	1,073.38	
ACCT:	4920		NONOPERATING REVENUE	.00	1,073.38	*
ACCT:	49		OTHER REVENUE	.00	1,073.38	**
CNTR:	092070061816			1,025.00	11,623.38	***
CNTR:	092070061			1,025.00	11,623.38	****
CNTR:	0920700			1,025.00	11,623.38	*****
COMP:	6503			1,025.00	11,623.38	*****
B UNIT:	09207			1,025.00	11,623.38	*****

## **Nursing Facility Administrators**

Pursuant to Executive Order 2020-04, Section 3, in which state agencies and departments are directed to utilize state resources and to do everything reasonably possible to assist efforts to respond to and recover from the COVID-19 emergency, the following are being considered:

- 20:49:05:02 – If necessary, waive the limitation on the number of Emergency Permits that may be issued to one individual.
- 20:49:05:01(4) – If necessary, allow observation required under an Emergency Permit to occur utilizing video conferencing or like technology.
- 20:49:01:01(3) – If necessary, extend the six-month timeframe for completion of the AIT.
- Grant the Board President the authority to waive any additional administrative rule or take other reasonable action necessary, based on the need to address challenges due to the evolving COVID-19 situation.



## South Dakota Board of Nursing Facility Administrators

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Ph.: 605-224-1721

Fax: 888-425-3032

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[doh.sd.gov/boards/nursingfacility](http://doh.sd.gov/boards/nursingfacility)

### CONTINUING EDUCATION GUIDELINES

A minimum of 40 hours of continuing education directly related to the duties of a nursing facility administrator, and pertaining to health care, healthcare administration or business administration, are required biennially for renewal of license. The Board does not limit the number of online courses that a licensee can take. The following continuing education courses are accepted by the South Dakota Board of Nursing Facility Administrators:

- Academic courses directly related to the duties of a nursing facility administrator, and pertaining to health care, healthcare administration or business administration, offered through a higher education institution accredited by an organization recognized by the Council for Higher Education Accreditation (one credit hour = 15 hours of continuing education).
- The Board will accept programs directly related to the duties of a nursing facility administrator, and pertaining to health care, healthcare administration or business administration, that are approved or provided by:
  - Other state licensing boards for nursing facility administrators
  - National Association of Long Term Care Administrator Boards (NAB)
  - American College of Healthcare Executives (ACHE)
  - American College of Health Care Administrators (ACHCA)
  - American Health Care Association (AHCA) and State Affiliates
  - American Hospice Foundation
  - American Hospital Association (AHA) and State Affiliates
  - American Medical Directors Association
  - Catholic Health Association
  - Centers for Medicare and Medicaid Services (CMS)
  - Leading Age (formerly AAHSA) and State Affiliates
  - National Rural Health Association
  - Great Plains Quality Innovation Network
  - Approved systems of care that operate South Dakota nursing home facilities, including the following: Avera, Sanford, Evangelical Lutheran Good Samaritan Society, Tealwood, Blackhills Healthcare, and Rapid City Regional Health.

The Board does not accept courses specific to your facility's computer programs and/or software.

SDNFA Board Meeting						
Licenses that have been issued since 09/01/2019 (Initial Licensure)						
First Name	Last Name	Nat. Score	State Exam	Baccalaureate Degree/Transcript	Basis of Licensure	
Dana	Bachmeier	119/125	96	BA or BS Diploma/ Degree	AIT	
Trista	Bates	119/122	84	BA or BS Diploma/ Degree	AIT	
Amelia	Henderson	119/130	96	MA or MS Diploma/ Degree	AIT	
Kirstie	Hoon	119/133	100	BA or BS Diploma/ Degree	AIT	
Luke	Wanous	129/119	88	BA or BS Diploma/ Degree	AIT	
Justin	Jones	122/141	92	BA or BS Diploma/ Degree	Practicum	
Licenses that have been issued since 09/01/2019 (Reciprocity)						
First Name	Last Name	Nat. Score	State Exam	Baccalaureate Degree/Transcript	Basis of Licensure	
Anastasia	Bernard	126	100	MA or MS Diploma/ Degree	Reciprocity	
Ethan	Carter	124/113	92	BA or BS Diploma/ Degree	Reciprocity	
Tammy	Conekin	113/127	96	MA or MS Diploma/ Degree	Reciprocity	
Scott	Eisenbeisz	135/129	96	MA or MS Diploma/ Degree	Reciprocity	
Wayman	Fischgrabe	133	92	BA or BS Diploma/ Degree	Reciprocity	
Emily	Jones	113	92	MA or MS Diploma/ Degree	Reciprocity	
Emergency Permits that have been issued since 09/01/2019						
First Name	Last Name	Facility Name		Expiration Date	Denotes 2nd EP	
Justin	Blumenthal	Avantara North		03/04/2020		
Nicole	Gray	Lake Andes Senior Living		9/17/2020		
Denton	Heisler	Avantara Pierre		5/25/2020		
Amelia	Henderson	South Dakota Human Services Center- Geriatrics Program		03/12/2020		
Kirstie	Hoon	Aberdeen Health & Rehab		03/26/2020		
Dawn	Huber	Diamond Care Center		7/17/2020		
Alex	Nelson	Diamond Care Center		04/30/2020		
Robert	Sayler	Prairie Estates Care Center		09/11/2020	*	
Pamela	Smith	Wilmot Care Center		4/30/2020		
Megan	Tryon	Westhills Village		03/05/2020		
Darwyn	Kleffman	Bowdle Healthcare Center		06/08/2020	*	
Michelle	Medenwald	Tekakwitha Living Center		05/08/2020	*	
Lourdes	Parker	Palisade Healthcare Community		05/17/2020	*	